

ALARACT 070/2019

DTG: R 111000Z OCT 19

UNCLAS/FOUO

SUBJ/ALARACT 070/2019: ARMY FILING INSTRUCTIONS FOR SPOUSE STATE RE-LICENSURE AND RE-CERTIFICATION COSTS REIMBURSEMENT.

THIS ALARACT MESSAGE HAS BEEN SENT BY JSP ON BEHALF OF DCS, G-1.

NARR: THIS ALARACT REPLACES ALARACT 036/2019 WHICH IS NOW INACTIVE.

1. (U) REFERENCES:

1.A. PUBLIC LAW NUMBER 115-91, SECTION 556, 131 STAT.1403-1405.

1.B. ARMY DIRECTIVE 2019-18 (REIMBURSEMENT FOR STATE LICENSURE AND CERTIFICATION COSTS FOR THE SPOUSE OF A SOLDIER ARISING FROM A PERMANENT CHANGE OF STATION), 1 MAY 2019.

1.C. ALARACT 036-2019 - ANNOUNCEMENT OF ARMY DIRECTIVE (AD) 2019-18 AND FILING INSTRUCTIONS FOR SPOUSE STATE LICENSURE AND CERTIFICATION COSTS REIMBURSEMENT, DATED 14 MAY 2019 (NOW INACTIVE).

2. (U) PURPOSE. TO CLARIFY AND SIMPLIFY FILING AND PROCESSING INSTRUCTIONS ORIGINALLY SET FORTH IN THE REFERENCE 1.C.

3. (U) APPLICABILITY: THE PROVISIONS OF ARMY DIR 2019-18 APPLY TO REGULAR ARMY, ARMY NATIONAL GUARD/ARMY NATIONAL GUARD OF THE UNITED STATES, AND U.S. ARMY RESERVE SOLDIERS ON ACTIVE DUTY THAT WERE REASSIGNED FROM A DUTY STATION IN ONE STATE TO ANOTHER DUTY STATION IN ANOTHER STATE ON OR AFTER 12 DECEMBER 2017.

4. (U) EFFECTIVE DATE. THE POLICY FOUND IN ARMY DIR 2019-18 REMAINS EFFECTIVE RETROACTIVELY TO THE DATE OF THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2018 (12 DECEMBER 2017).

5. (U) ELIGIBILITY. IN ACCORDANCE WITH ARMY DIRECTIVE 2019-18, THE ARMY WILL REIMBURSE A SOLDIER FOR QUALIFIED RELICENSING COSTS OF THE SPOUSE WHEN:

5.A. (U) THE SOLDIER IS REASSIGNED, EITHER AS A PERMANENT CHANGE OF STATION OR PERMANENT CHANGE OF ASSIGNMENT, FROM A DUTY STATION IN ONE STATE TO A DUTY STATION IN ANOTHER STATE; AND,

5.B. (U) THE MOVEMENT OF THE SOLDIER'S DEPENDENTS IS AUTHORIZED AT THE EXPENSE OF THE UNITED STATES AS PART OF THE REASSIGNMENT.

6. (U) COMMANDERS RETAIN OVERALL MANAGEMENT RESPONSIBILITY TO ESTABLISH A PROCESS AND WILL ISSUE SUBSEQUENT GUIDANCE TO SUBORDINATE COMMANDS AS NECESSARY, TO ALLOW ELIGIBLE

SOLDIERS TO APPLY FOR THE REIMBURSEMENT FOR QUALIFIED RELICENSING COSTS OF THE SPOUSE AS DEFINED IN PARAGRAPH 10 BELOW.

7. (U) THE USE OF DEPARTMENT OF DEFENSE (DD) FORM 577, APPOINTMENT/TERMINATION RECORD-AUTHORIZED SIGNATURE, IS NO LONGER REQUIRED. SOLDIER'S UNIT/DETACHMENT COMMANDER WILL APPROVE THE VOUCHER AND THEIR UNIT S-1/PERSONNEL DESIGNATED OFFICIAL WILL CERTIFY THE VOUCHER.

8. (U) SUPPORTING DOCUMENTS. AT A MINIMUM, SOLDIERS WILL SUBMIT THE FOLLOWING SUPPORTING DOCUMENTS:

8.A. (U) A COMPLETED STANDARD FORM (SF) 1034, PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL. (SAMPLE IN ATTACHMENT) APPROVED BY UNIT/DETACHMENT COMMANDER;

8.B.(U) COPY OF CURRENT PERMANENT CHANGE OF STATION ORDERS;

8.C. (U) VERIFICATION OF SPOUSE'S LICENSE NUMBER, TYPE OF LICENSE, AND STATE;

8.D. (U) COPY OF NEW STATE LICENSE AND/OR CERTIFICATION, AND;

8.E. (U) PROOF OF FEES PAID FOR RE-LICENSING AND/OR RE-CERTIFICATION FROM CURRENT PERMANENT DUTY STATION.

9. (U) METHOD OF PAYMENT. THE UNIT S-1 WILL VERIFY MARRIAGE CERTIFICATE THROUGH THE INTERACTIVE PERSONNEL ELECTRONICS RECORDS MANAGEMENT SYSTEM (IPERMS), VALIDATE THE INFORMATION IN THE SF 1034, SIGN AS THE CERTIFYING OFFICER, AND FORWARD APPROVED/CERTIFIED SF 1034 ON A TRANSMITTAL LETTER TO THE SOLDIER'S LOCAL SERVICING FINANCE OFFICE FOR PROCESSING AND REIMBURSEMENT. PAYMENTS WILL BE MADE BY ELECTRONIC FUNDS TRANSFER (EFT) TO THE SOLDIER'S DIRECT DEPOSIT ACCOUNT WITHIN 10 WORKING DAYS.

10. (U) QUALIFIED RELICENSING COSTS. THE TERM "QUALIFIED RELICENSING COSTS" MEANS COSTS, INCLUDING EXAMINATION AND REGISTRATION FEES, THAT ARE IMPOSED BY THE STATE OF THE NEW DUTY STATION TO SECURE A LICENSE OR CERTIFICATION TO ENGAGE IN THE SAME PROFESSION THE SOLDIER'S SPOUSE ENGAGED IN WHILE IN THE STATE OF THE ORIGINAL DUTY STATION AND ARE PAID OR INCURRED BY THE SOLDIER OR SPOUSE TO SECURE THE LICENSE OR CERTIFICATION FROM THE STATE OF THE NEW DUTY STATION AFTER THE DATE ON WHICH THE ORDERS DIRECTING THE REASSIGNMENT ARE ISSUED

11. (U) REIMBURSEMENT. THE LESSER AMOUNT BETWEEN FEES PAID AND THE MAXIMUM REIMBURSEABLE AMOUNT OF \$500. THIS IS A ONE TIME REIMBURSEMENT IN CONNECTION WITH EACH REASSIGNMENT.

12. (U) COORDINATING INSTRUCTIONS:

12.A. (U) THE OFFICE OF THE DEPUTY CHIEF OF STAFF (DCS), G-1 (COMPENSATION AND ENTITLEMENTS) WILL COORDINATE WITH DFAS-INDIANAPOLIS TO COLLECT DATA FOR THE ANNUAL CONGRESSIONAL REPORTING REQUIREMENT.

12.B. (U) THE DCS, G-1 (COMPENSATION AND ENTITLEMENTS) WILL COORDINATE WITH THE OFFICE OF THE CHIEF OF PUBLIC AFFAIRS TO DEVELOP STRATEGIC COMMUNICATIONS AND TOP-LINE MESSAGING FOR FAMILIES AND KEY STAKEHOLDERS.

12.C. (U) THE DCS, G-1 WILL COORDINATE WITH THE ARMY BUDGET OFFICE, MILITARY PERSONNEL APPROPRIATION, TO PROVIDE THE LINE OF ACCOUNTING (LOA) CORRESPONDENT TO THIS PAYMENT AND PROVIDE DFAS WITH A MEMO AUTHORIZING THE PAYMENT UNDER DESIGNATED LOA.

12.D. (U) THE UNIT S-1 WILL SUBMIT A COPY OF THE CERTIFIED SF 1034 WITH SUPPORTING DOCUMENTS TO THE SOLDIER'S PERSONNEL RECORDS VIA THE INTERACTIVE PERSONNEL ELECTRONIC RECORDS MANAGEMENT SYSTEMS (IPERMS).

12.E. (U) THE UNIT IS NO LONGER REQUIRED TO FORWARD A COPY OF THE APPOINTMENT LETTERS AND DD FORM 577 TO THEIR SERVICING PAYING OFFICE.

13. (U) AS A REMINDER, THIS REIMBURSEMENT IS TAXABLE INCOME. A SEPARATE W2 WILL BE ISSUED TO THE SOLDIER DURING TAX SEASON AND WILL BE AVAILABLE ON THE SOLDIER'S MYPAY ACCOUNT.

14. (U) IN ACCORDANCE WITH THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2018, THE AUTHORITY TO PROVIDE REIMBURSEMENT EXPIRES ON 31 DECEMBER 2022.

15. (U) COMMAND APPROVING OR CERTIFYING OFFICIALS MAY SUBMIT ANY QUESTIONS ON THIS MESSAGE TO DCS, G-1, DAPE-PRC, MS. ANGIE RODRIGUEZ-TORRES, 703-692-6889, EMAIL AT USARMY.PENTAGON.HQDA-DCS-G-1.MBX.DAPE-PRCTRAVEL@MAIL.MIL. SOLDIERS SHOULD VISIT THEIR S-1 OR CHAIN OF COMMAND.

16. (U) THIS ALARACT MESSAGE EXPIRES ON 10 OCTOBER 2020.

ATTACHMENT: SF 1034 PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL			VOUCHER NUMBER LEAVE BLANK			
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION UNIT ADDRESS -----UPDATED SAMPLE 201910 -----				DATE VOUCHER PREPARED REQUIRED		SCHEDULE NUMBER		
				CONTRACT NUMBER AND DATE LEAVE BLANK		PAID BY LEAVE BLANK (FILLED BY PAYING OFFICE)		
				REQUISITION NUMBER AND DATE LEAVE BLANK				
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> PAYEE'S NAME AND ADDRESS </div> <div style="width: 60%;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> SOLDIER'S INFORMATION: RANK, LAST NAME, FIRST NAME, LAST 4 </div> <div style="border: 1px solid black; padding: 5px;"> AND MAILING ADDRESS </div> </div> <div style="width: 15%;"></div> </div>				DATE INVOICE RECEIVED				
				DISCOUNT TERMS N/A				
				PAYEE'S ACCOUNT NUMBER				
				SHIPPED FROM N/A				TO N/A
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUAN- TITY	UNIT PRICE COST PER		AMOUNT (1)		
	From Inv	Spousal State Relicensing Fees Arising from a Permanent Change of Station (maximum payment amount :\$500) Authority: Public Law #115-91, section 556 PREVIOUS STATE License Number: TYPE OF LICENSE NEW STATE:	1	500		500		
(Use continuation sheet(s) if necessary)						(Payee must NOT use the space below)	TOTAL	500
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR BY 2 TITLE COMMANDER/APPROVING OFFICER	EXCHANGE RATE =\$ 500.00 =\$1.00	DIFFERENCES				
				Amount verified; correct for payment				
				(Signature or initials)				
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.								
			S-1/CERTIFYING OFFICER					
ACCOUNTING CLASSIFICATION								
LEAVE BLANK, THE PAYING OFFICE WILL PLACE THE LINE OF ACCOUNTING. (USE 2010 FOR AC; 2060 FOR ARNG; 2070 FOR USAR) NOTHING BELOW THIS LINE. (FOR PAYING OFFICE USE ONLY)								
P A I D B Y	CHECK NUMBER ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER ON (Name of bank)					
	CASH DATE \$		PAYEE 3					
1. When stated in foreign currency, insert name of currency. 2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. 3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.						PER TITLE		

Previous edition usable

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.